

Ngut file

APR 24 1957

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MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Machine Records Division

1. A couple of weeks ago you mentioned again the great number of reports called for from the Machine Records Division. Attached is a summary, together with detail in respect to it.
2. Notice the rise for the years shown, and notice who is responsible for most of it, i.e., the Office of Personnel.
3. There are two ways of tackling this. First, have the Management Staff make a study as to the need for all of these reports. This will cost a lot of money and a lot of time. Second, require each Office Head to examine the reports he requires to the end of cutting out as many as he can. I doubt very much that the Office Head knows what his people are asking for.
4. I recommend the second alternative in order to get faster action and relieve this division of as much as we can quickly. Then, if you desire, it might pay for us to look at what is left.

5.


Chief, Management Staff

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7 Attachments

*Sent memo from Comptroller dated 22 Apr 57
Same subject which this*

Returned 5/2/57 - and filed.

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